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ABSTRACT

To up-date information on the nursing occupations portion of the Allied Health Professions Project, the current status of the program and future projections are described. The 306 nursing tasks, which were developed by project staff and validated through a national survey, have been re-established into three lists. The lists take into account the "frequency rating" and "criticality rating" of each task and present those tasks performed by all categories (NA/LVN(LPN)/RN), those by the RN/LVN(LPN) only, and those by the RN only. Based on these categorical listings, the next step is to determine what units comprise the total course, and in what sequence the units should be taught. Each unit will be made up of one or more modules, and these modules may be transferred from one occupational cluster to another. Possible progression through the curriculums is illustrated by a schematic chart. Additional background information is available in ED 037 570, and other allied health professions projects are VT 011 425-VT 011 432. The interim report for the nursing occupations portion is VT 011 428. (SB)

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Summary Report

THE NURSING PROGRAM IN THE UCLA ALLIED HEALTH PROFESSIONS PROJECTS

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UNIVERSITY OF CALIFORNIA, LOS ANGELES
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Research and Development Project for Curricula
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SUMMARY REPORT

THE NURSING PROGRAM IN THE UCLA ALLIED HEALTH PROFESSIONS PROJECTS

I. Background Information:

The Allied Health Professions Projects are a national curriculum research and development program funded by the U. S. Office of Education (H.E.W.). They began operations in August, 1968. The major objectives of the program are:

1. To develop curricula in health related fields using modern educational methods.

2. To explore the core curriculum concept.

3. To explore horizontal and vertical mobility of personnel.

4. To develop instructional materials.

5. To produce instructional packages useful throughout the nation at the community college level and below.

The research and development work for each of the occupations is carried on with the assistance of a National Technical Advisory Committee (NTAC) of experts in the field. The following basic methodology is being followed:

1. Identify and list tasks in functional area described. (Done)

2. Verify tasks. (Done through the national survey for nursing.)

3. Determine processes involved in performance of knowledge and skills required for satisfactory performance of these skills. (Done by the NTAC and survey.)

4. Develop behavioral objectives (performance goals). (In process).

5. Develop curriculum to include career ladder concept, continuing education, attainment of degree objectives, and transferability of credit. (In process).

6. Develop innovative instructional materials and teacher and student instruction manuals, based on a modular concept leading to a Core Curriculum. (In process).

7. Testing in the field. (To be done).

8. Evaluation of student performance by measuring student's success in attainment of the behavioral objectives. (To be done).

9. Production of instructional materials. (To be done).

10. Distribution of instructional materials. (To be done).

Occupations in the Grant Are:

1. Clinical Occupations: Nurse aide (Orderly), LVN (LPN), OB/OR Technicians, Psychiatric aide, RN (Associate degree), Dental assisting, Dental hygiene, Dental Laboratory Technology, Cardiopulonary Technician, EEG, EKG, EMG, Inhalation Therapy, Biomedical Photography, Radiation Therapy Technician, Radiologic Technician, Community Health, Community Mental Health, Social Work Assistant, Cytotechnologyist, Histologic Technician, Laboratory Aide, Laboratory Assistant, Laboratory Technician, Occupational Therapy, Orthotics, Physical Therapy, Prosthetics, Rehabilitation, Gastroenterology Assistant.

2. Facilities Support Services: Pharmacy, Purchasing, Admitting Office, Business Office, Medical Office Assistant, Food Service, Medical Records, Ward Administration, Environmental Sanitation, Health Facility Engineering, Health Facility Sanitation, Central Service, Housekeeping, Laundry.

3. Secondary Schools Pilot and Demonstration Project: The introduction of high school students into the various aspects of the health field.

II. Nursing Program:

In an effort to bring you up to date on the program, the following summary is presented for your information and your use in program planning, and as a basis for feedback for further refinement of the nursing occupations portion of the project.

The accompanying task lists were initiated by the former Associate Director for Nursing, Miss Mary E. Jensen, and were validated through a national survey. (Miss Jensen resigned to work full-time on her doctoral studies, to permit completion in the summer of 1970.)

The computer read-outs and the written interim reports are being compiled. For our mutual understanding: the 306 tasks in the survey have been re-assembled here into three lists taking into account the "frequency rating" and the "criticality rating" of each task. The three lists present those tasks which are performed by (1) all categories: NA/LVN(LPN)/RN; (2) the RN/LVN(LPN) only; (3) the RN only.

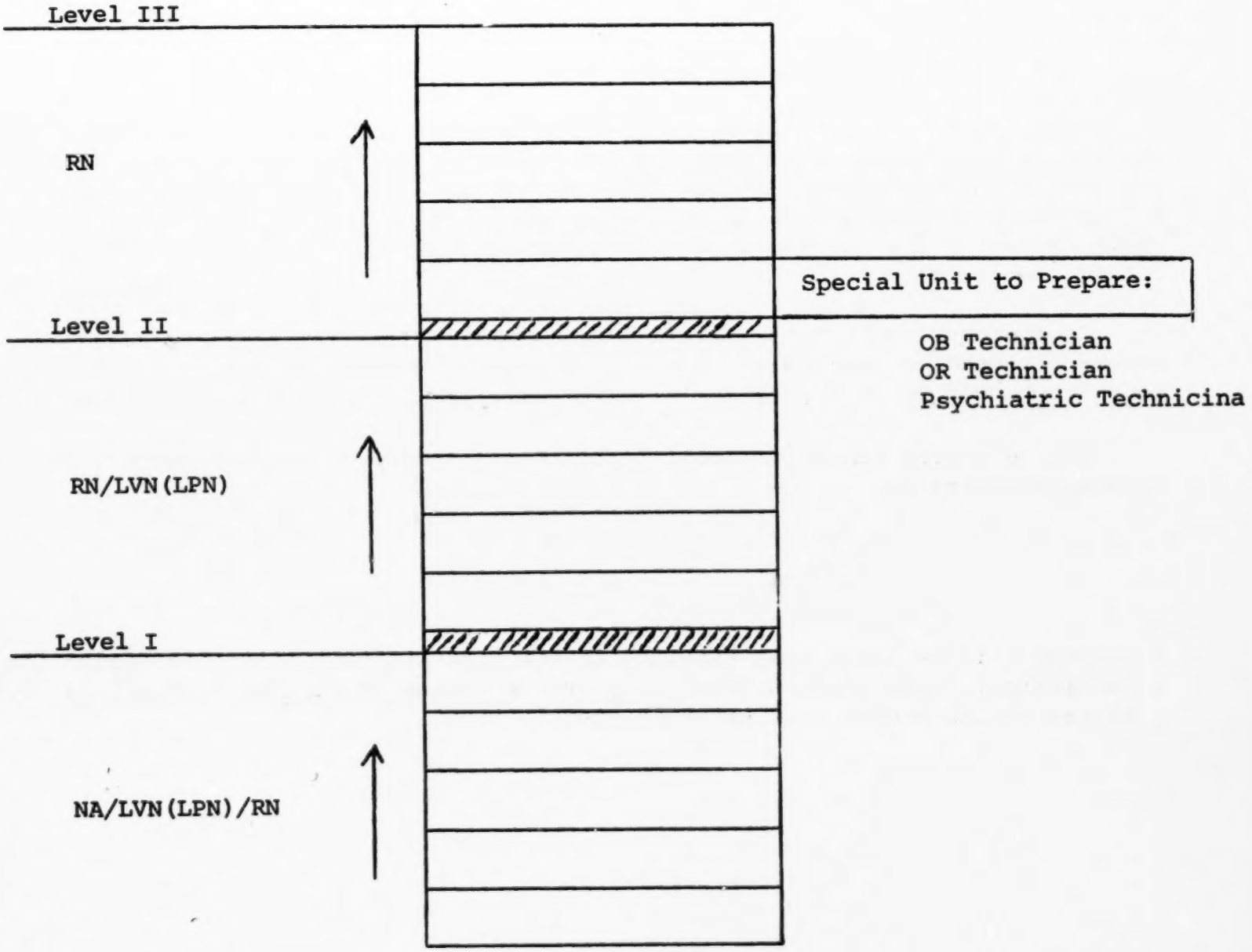
III. Nursing Projections:

Based on these categorical lists, the next step is to determine what units comprise the total course, and in what sequence these units should be taught.

Each unit will be made up of one or more modules. Some of these modules may be transferable from one occupational cluster to another on a horizontal dimension, as indicated by the educational needs of the particular occupations, e.g., in a unit on "Introduction to the Health Field," current federal and state legislation would have import to all workers entering the health field. This module could be used in instructional programs for any or all of the health occupations.

Another example might be "Basic Human Biological Concepts," which might be needed by every health worker. Several units or modules(in increasing order of complexity) are being developed in this category. In turn, they could be utilized in a horizontal and/or vertical approach to any or all of the health occupations. Special modules could be developed for special needs, e.g., an in-depth module may be developed on "Oral Anatomy and Physiology" for the dental hygienist.

Example of Progression Through Instructional
Levels of Increasing Difficulty



There may be five common (core) units in nursing for the NA, LVN(LPN), RN.* These will be developed on the basis of behavioral objectives. They are:

1. Introduction to the Health Field

2. Basic Human Biological Concepts--including nutrition, systems and terminology

3. Principles of Microbiology and Aspesis--including care of supplies and equipment

4. Basic Communication Skills

5. Basic Foundations in Nursing--bed making, TPR's, enemas, body mechanics, isolation, etc.; medical-surgical nursing

Upon successful completion of the required modules and/or units, and demonstrated attainment of the behavioral objectives outlined for each, the student could move on to the next program level. Thus, time spent on each unit or in each program would be variable, depending upon the individual student's abilities.

Note: We are interested in how well the student masters the behavioral objectives--not how long it took her to learn the knowledge or skill! Therefore, it may be necessary to reconsider the hours required by the licensing boards.

Upon completion of each level (NA,LVN(LPN),RN) the graduate would have a salable skill. In this case, if an entering RN student finds that she must withdraw from the program after the NA level because of health, economics, home situation, etc., she still would have a salable skill and would not be lost to the health field. She could return to the program at a future date and build upon the basic knowledge and skills she learned in the beginning phase.

It is conceivable that those students who complete the LVN(LPN) level all could become licensed as LVN(LPN)s. Those choosing to continue on for their RN could do so. They would be in a position to work part-time as LVN(LPN)s as the need arose.

The following schematic shows a possible progression through curriculum in the nursing occupations.

* Content will be based upon findings of the Task Analysis Survey of Health Care Facilities, reported in Goldsmith et at., A Survey of Nursing Occupations, UCLA Allied Health Professions Projects, April, 1970.

A POSSIBLE EXAMPLE OF A PROGRESSION THROUGH CURRICULUM IN THE NURSING OCCUPATIONS

PHASE I	PHASE II	PHASE III	PHASE IV
Introduction to the Health Field			
Basic human biologic concepts (include nutrition terminology systems)	Intermediate biological concepts and clinical application	Advanced biology and clinical application	Complex or specialized science and clinical application pathology, chemistry
Principles of microbiology and asepsis including care of supplies and equipment	Intermediate microbiological principles		
Basic communication skills	Intermediate communication skills	Advanced communication skills	Specialized communication skills, psychology counsel, group therapy, interview
Basic foundation in nursing (Medical-Surgery Nursing, Nursing skill)	Intermediate foundation in nursing	Advanced foundation in nursing	Specialized nursing foundation (Administration, teaching, clinician, research)
		General Education	General Education
	Electives	Electives	Electives
NA/LVN(LPN)/RN	LVN(LPN)/RN	Associate RN	BS RN

IV. TASK BREAKDOWN FOR FUNCTIONAL AREAS

Four hundred and fifty questionnaires were sent out of which 348 respondents returned their answers (88% of total questionnaires that were sent).

Tasks are listed in numerical order of Frequency. Those tasks done most often are numbered 1, 2, 3, etc.

After each numbered task is the column at the right margin which indicates the Criticality rating. Criticality or error cost is defined by the Allied Health Professions Projects as the cost of improper execution of the task, in terms of patient life and well-being, length of hospital stay, or damage to equipment.

TASK BREAKDOWN FOR ALL PERSONNEL, BY FUNCTIONAL AREAS

FUNCTIONAL AREA I: Diversional, Therapeutic and Assistance Activities (9 tasks)

Frequency		Criticality
1.	Receive and deliver messages and/or mail to patients. (NON)*	1.5
2.	Obtain and deliver items for patients personal use. (NON)*	1.33
3.	Assist in placing telephone calls.	1.16
4.	Obtain and deliver supplies for patients' entertainment or recreation. (NON)*	1.5
5.	Assist and/or participate in recreational activities.	2.5
6.	Read to patients.	1.33
8.	Assist in writing letters and messages.	1.5
9.	Assist and/or participate in occupational activities with patients. (NON)*	2.0

FUNCTIONAL AREA II: Safety and Comfort A. Patient Protection (19 tasks)

1.	Adjust side rails.	2.16
2.	Adjust height of bed.	2.16
3.	Wash hands.	3.66
6.	Count, sign for, and place patient's possessions in safe place. (NON)*	2.33
8.	Explain and apply smoking regulations.	3.0
10.	Use precautions in administering and handling drugs, etc.	4.5
11.	Apply restraints.	3.0
13.	Obtain patient and/or family consent for treatment. (NON)*	3.5
14.	Dispose of contaminated materials and equipment. (NON)*	3.66
15.	Take into and remove equipment and supplies from contaminated room.	3.66
16.	Apply and remove gown and mask.	3.66
19.	Prepare accident and safety reports.	3.66

FUNCTIONAL AREA II: Safety and Comfort B. Personal Hygiene and General Comfort (23 tasks)

1.	Change soiled lines and clothes.	2.33
2.	Assist patient with dressing and undressing.	1.83
3.	Make patient's bed, occupied.	2.16

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA II, Continued

Frequency		Criticality
4.	Make patient's bed, unoccupied.	1.5
5.	Give or assist patient with oral hygiene.	2.83
6.	Give or assist patient to take bath.	2.16
7.	Give backrubs.	2.16
8.	Comb patient's hair.	1.66
9.	Use of sheepskins, lambswool pads.	2.66
10.	Make patient's recovery, anesthetic bed.	1.66
11.	Give general skin care to patients in restraints.	3.16
12.	Give general skin care to patients with decubitus ulcers.	3.83
13.5	Use footboards.	2.66
13.5	Give general skin care to patients in casts.	3.0
15.	Give general skin care to comatose or semicomatose patients.	3.83
17.	Care for or assist patient to care for toenails and fingernails.	2.16
18.	Use air rings, doughnuts.	2.83
19.	Use overbed cradles.	2.66
20.	Assist with and/or shave male patients.	2.5
21.	Use trochanter rolls, sandbags.	2.66
22.	Alternate pressure mattresses.	3.0
23.	Give or assist patient in shampoo.	1.66

FUNCTIONAL AREA II: Safety and Comfort C. Religious and Spiritual Care (6 tasks)

1.	Assist patient in observing religious dietary restrictions.	3.33
2.	Prepare patient to see clergy.	2.33
3.	Prepare patient to receive sacraments.	2.66
5.	Assist patient in religious rites.	2.66
6.	Participate, assist in administration of sacraments.	2.83

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA II: Safety and Comfort D. Patient Need for Movement (15 tasks)

Frequency		Criticality
1.	Assist patient to get in and out of bed.	3.33
2.	Turn patient.	3.33
3.	Assist patient to transfer from bed to chair.	3.5
4.	Assist patient in walking.	3.33
5.	Place patient in correct body alignment.	3.66
6.	Transport patient in wheelchair. (NON)*	2.83
7.	Assist patient to dangle.	3.33
8.	Transport patient on stretcher. (NON)*	2.83
12.	Set up and maintain traction.	4.0
13.	Apply and remove braces.	3.5
15.	Use mechanical devices (Hoyer lift) to move patient.	3.16
16.	Assist patient following radical mastectomy.	4.0
17.	Operate Stryker and Foster Frames.	3.83
20.	Operate circle beds.	4.0
21.	Assist patient in Buerger's Exercise.	3.83

FUNCTIONAL AREA III: Nutrition and Elimination A. Patient Need for Food and Fluids (18 tasks)

1.	Position patient for meals.	2.33
2.	Prepare and give between-meal nourishment of liquids, e.g., water, juice, coffee.	2.16
3.	Prepare food so patient may assist self.	2.33
4.	Observe, measure, and record food and fluid intake.	3.16
5.	Collect food trays. (NON)*	1.16
6.	Serve food trays. (NON)*	1.83
7.	Prepare and give solid foods, e.g., pudding, crackers, toast.	2.16

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA III, Continued

Frequency		Criticality
8.	Feed adult patient.	2.66
11.	Ask patient about cultural, religious, personal preferences for food. (NON)*	1.83
12.	Assist infant patients to eat.	3.33
14.	Put food on trays. (NON)*	1.5
15.	Feed patient (children).	2.83

FUNCTIONAL AREA III: Nutrition and Elimination B. Patient Need for Elimination (6 tasks)

1.	Assist patient in using bedpan.	2.33
2.	Assist patient in going to bathroom.	2.66
3.	Observe, measure, and record output.	2.83
4.	Assist patient in using urinal.	2.33
5.	Assist patient in using bedside commode.	2.66

FUNCTIONAL AREA III: Nutrition and Elimination C. Patient Need for Oxygen Transport and Exchange (18 tasks)

1.	Assist patient to turn, cough, deep breathe.	3.16
9.	Set up and regulate humidifier.	3.5
18.	Give artificial respiration.	4.66

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities A. Treatments and Procedures (31 tasks)

1.	Empty drainage bottles and bags.	2.66
2.	Check and maintain drainage tubing without suction, e.g., urinary, catheters, T-tube.	3.33
4.	Care for specimens.	2.33
5.	Irrigate rectum (enema)	2.16

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA IV, Continued

Frequency		Criticality
6.	Assist with and/or apply ace bandages and elastic stockings.	3.0
12.5	Assist with and/or apply non-sterile dressing T, straight, scultetus, breast, and triangular (sling) binders.	2.83
16.	Assist with and/or apply non-sterile dressing roller bandages.	2.83
17.	Assist with and/or apply non-sterile dressing rib belts.	3.16
28.	Assist with and/or apply splints.	3.16
31.	Apply defibrillator. (NON)*	4.83

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities B. Application of Heat, Cold, Medicated Therapeutic Agents (20 tasks)

1.	Apply ice bags.	3.66
2.	Apply heating pads. (no Judgment)*	3.5
3.5	Administer sitz bath.	3.5
3.5	Apply thermal blanket.	2.83
5.	Apply hot water bottle.	3.5
11.	Administer tepid baths.	2.83
16.	Apply heat cradles.	3.66
17.	Administer alcohol baths.	2.83
18.	Apply infra-red lamps. (NON)*	4.0
19.	Apply medicated bath.	3.66
20.	Apply ultraviolet lamps. (NON)*	4.0

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities C. Medications (6 tasks)

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities D. Diagnostic Activities (21 tasks)

Frequency		Criticality
1.	Count respirations.	3.0
2.	Count pulse at pressure points (radial).	3.0
3.	Take oral temperature.	2.83
4.	Collect urine specimen.	2.66
5.	Take rectal temperature.	3.0
6.	Test urine for sugar and acetone.	3.66
7.	Collect stool specimen.	2.66
9.5	Collect sputum specimen.	2.66
9.5	Do routine urinalysis. (NON)*	2.66
11.	Take temperature: axillary.	2.83
13.	Collect gastric specimen.	2.83
15.	Assist with and/or take x-rays. (NON)*	4.5
17.5	Assist with and/or take electocardiograms. (NON)*	4.83
20.	Draw sample of blood. (NON)*	3.66

FUNCTIONAL AREA V: Observation and Communication A. Observation, Analysis, Interpretation (14 tasks)

1.	Observe objective signs and symptoms of illness, disorder, body malfunctions, e.g., skin rashes, swelling, bleeding.	3.5
2.	Observe patient's general physical condition, e.g., color of skin and mucous membranes, condition of skin, eyes.	3.5
3.	Observe general emotional condition, e.g., facial expression, expression of eyes, posture, quality of voice, consciousness.	3.5
5.	Observe positive physical and emotional responses to treatments, medications, nursing care, e.g., decreased bleeding.	4.0
6.5	Observe general behavior, e.g., conversation; interactions with family, personnel, patients; eating habits; biting nails.	3.5
8.5	Observe negative physical and emotional responses to treatments, medications, nursing care, e.g., decreased communication.	4.0

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA V, Continued

Frequency		Criticality
8.5	Observe patient's general appearance, e.g., dress, condition of clothing, presence or absence of body ordors, use of make-up.	3.16
11.	Make plan for patient care, e.g., identify problem or need, secure information about need or problem.	3.5
12.	Identify strengths, weaknesses in patient care.	3.33
13.	Seek guidance to understand and improve performance in patient care.	3.33
14.	Suggest and/or make changes in plan of care.	3.5

FUNCTIONAL AREA V: Observation and Communication B. Oral and Written Communication (50 tasks)

1.	Record output--drainage, discharge, urine, bowel movements.	2.83
2.	Record nursing care.	3.0
3.	Record temperature, pulse, respiration, blood pressure.	2.83
4.	Read and obtain information from charts.	2.5
5.	Record intake--oral liquids and solids, parenteral.	2.83
6.	Talk with patient. (no Judgment)*	2.5
7.	Record observations of behavior, responses to therapy and care.	3.5
8.	Obtain information from patient.	2.16
9.	Obtain guidance from head nurse.	2.83
10.	Record tests, treatments, procedures.	3.0
11.5	Talk with personnel.	2.5
11.5	Obtain information from personnel.	2.66
13.	Record height, weight.	2.66
14.	Talk with family.	2.5
15.5	Give information to patient.	3.0
15.5	Attend unit report.	1.83

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA V B, Continued

Frequency		Criticality
17.	Orient patient, family, to hospital, e.g., routines, regulations, physical facilities, personnel.	3.33
18.	Give information to personnel.	3.0
19.	Obtain information from family.	2.66
20.	Talk with team leader to obtain guidance.	2.83
21.	Talk with supervisor to obtain guidance.	2.83
22.5	Record physician's orders.	3.66
22.5	Write reports on patient's condition.	3.16
25.	Teach patient, family, personnel general hygiene in relation to prevention of illness and promotion of health.	3.0
27.5	Give information to family.	3.0
29.	Talk with health team to obtain information.	2.66
30.5	Talk with health team. (no Judgment)	2.5
30.5	Teach patient, family, personnel prevention of accidents.	3.66
33.	Give information to health team.	3.0
40.	Teach patient, family, personnel in relation to rehabilitation activities of daily living.	3.66
41.	Read and obtain information on patient's condition and care from procedure books.	2.5
42.5	Write report on patient census.	2.33
47.	Attend nursing care conferences.	2.33
48.	Write reports on accidents, incidents.	3.16
49.	Teach patient, family, personnel in relation to prevention of cancer.	3.33
50.	Attend demonstrations of procedures and equipment.	2.0

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping
A. Administration and Coordination (31 tasks)

2.	Assist team members in giving nursing care.	2.83
3.	Deliver specimens to laboratory. (NON)*	2.16

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR ALL PERSONNEL
CONT'D

FUNCTIONAL AREA VI A, Continued

Frequency			Criticality
4.	Check working order of equipment.		3.33
6.	Deliver requisitions, credits, charges to other departments.	(NON)*	1.83
12.	Inventory emergency supplies. equipment, drugs.		2.83
22.	Take inventory of unit linen.		2.0
29.	Make recommendations for service or referral.		2.5

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping
B. Housekeeping Functions (13 tasks)

1.	Distribute supplies and equipment to patient's room, e.g., linen thermometers, dressings, foot boards. (NON)*	1.83
2.	Clean equipment and utensils, glassware, e.g., suction machine, wash basins, water glasses, pitchers. (NON)*	1.83
3.	Clean service areas on unit, e.g., service room, treatment room, utility room, kitchen. (NON)*	1.83
4.	Obtain and deliver supplies and equipment, e.g., sheepskins, hot water bottles, suction machines, utensils. (NON)*	1.83
5.	Clean patient's unit furniture. (NON)*	1.83
6.	Stock equipment and supplies, e.g., utensils, paper goods, linen, disposable materials. (NON)*	1.83
7.	Care for flowers, e.g., arrange and distribute. (NON)*	1.33
8.	Clean patient's unit room. (NON)*	1.83
9.	Assemble patient linen packs. (NON)*	1.83
10.	Sterilize equipment and supplies in autoclave, e.g., surgical instruments, linen packs. (NON)*	3.16
11.	Sterilize equipment by boiling water or placing in solutions, e.g., surgical instruments. (NON)*	3.16
12.	Clean patient's unit bathroom. (NON)*	2.0
13.	Assemble surgical or obstetrical packs, e.g., linen packs, instrument packs. (NON)*	2.33

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR RN AND LVN(LPN) BY FUNCTIONAL AREAS

Frequency		Criticality
FUNCTIONAL AREA I:	Diversional Theraputic and Assistance Activities (9 tasks)	
FUNCTIONAL AREA II:	Safety and Comfort A. Patient Protection (19 tasks)	
4.	Open sterile packages and packs.	4.0
5.	Pour sterile solutions.	3.83
7.	Handle sterile equipment.	3.83
9.	Apply sterile dressings and bandages.	4.0
12.	Apply sterile gloves.	3.66
17.	Do sterile scrub.	3.83
18.	Apply sterile gown.	3.66
FUNCTIONAL AREA II:	Safety and Comfort B. Personal Hygiene and General Comfort (23 tasks)	
16.	Give general skin care to patients in traction.	3.83
FUNCTIONAL AREA II:	Safety and Comfort C. Religious and Spiritual Care (6 tasks)	
FUNCTIONAL AREA II:	Safety and Comfort D. Patient Need for Movement (21 tasks)	
9.	Assist patient in active exercise.	3.66
10.	Assist patient in passive exervise.	3.66
11.	Assist patient in range of motion.	3.66
FUNCTIONAL AREA III:	Nutrition and Elimination A. Patient Need for Food and Fluids (18 tasks)	
9.	Discontinue intravenous fluids.	3.0
16.	Administer nasogastric.	4.16
17.	Administer gavage.	4.16
18.	Administer gastrostomy.	4.00

TASK BREAKDOWN FOR RN AND LVN(LPN)
CONT'D

FUNCTIONAL AREA III: Nutrition and Elimination B. Patient Need for Elimination (6 tasks)

Frequency		Criticality
6.	Remove fecal impactions.	3.33

FUNCTIONAL AREA III: Nutrition and Elimination C. Patient Need for Oxygen Transport and Exhange (18 tasks)

2.	Administer oxygen mask.	3.5
3.	Administer oxygen catheter.	3.83
5.	Suction patient's throat passage.	3.66
6.	Suction patient's nose passage.	3.5
7.	Discontinue blood transfusion.	3.16
8.	Regulate blood transfusion.	4.16
10.	Administer oxygen: positive pressure.	4.0
11.	Assist patient with postural drainage.	3.66
13.	Suction patient's tracheotomy.	4.16
14.	Remove and clean inner cannula of tracheotomy.	4.16
15.	Set up and regulate croupette.	3.5
17.	Administer oxygen tent.	3.66

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities A. Treatments and Procedures (31 tasks)

3.	Connect catheters and tubing to drainage.	3.16
7.	Position and hold patient for rectal, vaginal, or proctoscopic.	2.16
8.	Set up equipment for rectal, vaginal, or proctoscopic.	2.5
9.	Screen and drape patient for rectal, vaginal or proctoscopic.	2.16
10.	Assist physician with equipment for rectal, vaginal, proctoscopic.	2.16
11.	Check and maintain drainage tubing with suction, e.g., chest gastric.	3.83
12.5	Insert urinary catheters.	4.0
14.	Irrigate bladder.	3.33

TASK BREAKDOWN FOR RN AND LVN(LPN)
CONT'D

FUNCTIONAL AREA IV, Continued

Frequency		Criticality
15.	Instill solutions into eye, ear, nose.	3.16
18.5	Instill solutions into bladder.	3.16
18.5	Irrigate wound.	3.5
20.	Instill solutions into wound.	3.33
21.	Vaginal (douche).	2.16
22.	Irrigate eye, ear, throat.	2.16
23.	Apply tourniquet.	4.16
24.	Instill solutions into vagina.	3.16
25.	Irrigate colostomy.	3.66
26.5	Irrigate stomach.	3.5
26.5	Instill solutions into stomach.	3.33
29.	Assist with somatic therapies, e.g., insulin shock treatments, electroconvulsive treatments.	4.33

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities B. Application of Heat, Cold, Medicated Therapeutic Agents (20 tasks)

6.	Apply cold packs.	4.0
7.	Apply hot packs.	4.0
8.	Apply hot compresses.	3.66
9.	Apply cold compresses.	3.66
10.	Administer hot soaks.	3.66
12.	Administer cold soaks.	3.66
13.	Apply medicated compresses.	3.66
14.5	Apply medicated packs.	3.5
14.5	Administer medicated soaks.	3.66

TASK BREAKDOWN FOR RN AND LVN(LPN)
CONT'D

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities C. Medications (6 tasks)

Frequency		Criticality
1.	Give oral medications.	4.5
2.	Prepare medications.	4.33
3.	Give intramuscular medications.	4.5
4.	Give rectal medications.	4.5
6.	Give inhalation medication.	4.5

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities D. Diagnostic Activities (21 tasks)

8.	Count pulse: apical.	3.16
12.	Count fetal heart tones.	3.5
16.	Do nose and throat cultures.	3.33
17.5	Do wound cultures.	3.33

FUNCTIONAL AREA V: Observation and Communication A. Observation, Analysis, Interpretation (14 tasks)

4.	Identify patient needs and/or problems, e.g., food, oxygen, affection, recognition.	3.83
6.5	Identify approaches and/or solutions for needs and/or problems, e.g., change patient's position, praise for efforts.	3.83
10.	Interpret patient's signs, symptoms, behavior, e.g., increase in jaundice, pacing of floor.	4.16

FUNCTIONAL AREA V: Observation and Communication B. Oral and Written Communication (50 tasks)

24.	Teach patient, family, personnel in relation to objective of nursing care of current illness, convalescence.	3.66
26.	Teach patient, family, personnel in skin care.	3.83
27.5	Teach patient, family, personnel physician's plan of care.	3.66
32.	Teach patient and family, personnel, in the prevention of infection.	3.33
34.	Teach patient, family, personnel in relation to body alignment.	3.83

TASK BREAKDOWN FOR RN AND LVN(LPN)
CONT'D

FUNCTIONAL AREA V B, Continued

Frequency		Criticality
35.	Teach patient, family, personnel exercise ambulation.	3.83
36.	Read and obtain information on patient condition and care from reference books (nursing).	2.16
37.	Teach patient, family, personnel in nutrition.	3.5
38.	Teach patient, family, personnel in care of equipment.	3.66
39.	Teach patient, family, personnel in relation to treatments.	4.0
42.5	Teach patient, family, personnel in relation to medications.	4.0
44.	Teach patient, family, personnel in relation to bowel and bladder training.	3.66
45.	Teach patient, family, personnel in relation to physical examination.	3.16
46.	Read and obtain information on patient from dietary manuals.	2.5

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping
A. Administration and Coordination (31 tasks)

10.	Assist physician with rounds to patients.	3.0
14.	Inventory of unit supplies of dressings, tape.	2.0
15.	Inventory unit's disposable and non-disposable equipment.	2.0

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping
B. Housekeeping Functions (13 tasks)

TASK BREAKDOWN FOR RN'S BY FUNCTIONAL AREAS

Frequency		Criticality
FUNCTIONAL AREA I:	Diversional Theraputic and Assistance Activities (9 tasks)	
7.	Assist with individual and group therapy.	3.0
FUNCTIONAL AREA II:	Safety and Comfort A. Patient Protection (19 tasks)	
FUNCTIONAL AREA II:	Safety and Comfort B. Personal Hygiene and General Comfort (23 tasks)	
FUNCTIONAL AREA II:	Safety and Comfort C. Religious and Spiritual Care (6 tasks)	
4.	Call clergy. (NON)*	1.66
FUNCTIONAL AREA II:	Safety and Comfort D. Patient Need for Movement (21 tasks)	
14.	Assist patient in preparation to crutch walking.	3.66
18.5	Assist patient in preparation for chest surgery.	3.83
18.5	Assist patient following amputations.	3.83
FUNCTIONAL AREA III:	Nutrition and Elimination A. Patient Need for Food and Fluids (18 tasks)	
10.	Regulate intravenous fluids.	4.16
13.	Start intravenous fluids.	4.83
FUNCTIONAL AREA III:	Nutrition and Elimination B. Patient Need for Elimination (6 tasks)	
FUNCTIONAL AREA III:	Nutrition and Elimination C. Patient Need for Oxygen Transport and Exchange (18 tasks)	
4.	Set up and regulate oxygen equipment.	3.5
12.	Suction patient's trachea.	4.33
16.	Start blood transfusion.	4.83

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR RN'S
CONT'D

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities A. Treatments and Procedures (31 tasks)

Frequency		Criticality
30.	Insert nasogastric catheters.	4.5

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities B. Application of Heat, Cold, Medicated Therapeutic Agents (20 tasks)

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities C. Medications (6 tasks)

5.	Give intravenous medications.	3.83

FUNCTIONAL AREA IV: Treatments, Procedures, Medications, and Diagnostic Activities D. Diagnostic Activities (21 tasks)

14.	Read cardiac monitors.	4.5
19.	Read fetal monitoring devices.	4.16
21.	Read skin tests.	3.16

FUNCTION AREA V: Observation and Communication A. Observation, Analysis, Interpretation (14 tasks)

FUNCTIONAL AREA V: Observation and Communication B. Oral and Written Communication (50 tasks)

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping A. Administration and Coordination (31 tasks)

1.	Assist personnel in giving nursing care.	3.5
5.	Prepare requisitions, credits, charges, e.g,, equipment, supplies, treatments, procedures, diets. (NON)*	2.16

* NON indicates the National Technical Advisory Committee rates these tasks as non-nursing tasks or made no judgment. In practice, however, these tasks usually are performed by one or more of the nursing categories.

TASK BREAKDOWN FOR RN'S
CONT'D

FUNCTIONAL AREA VI, Continued

Frequency		Criticality
7.	Check accuracy in administering and charting treatments and medications, procedures, orders, observations.	4.5
8.5	Take and record physician's verbal orders.	3.0
8.5	Transcribe physician's orders.	4.33
11.	Take inventory of drugs.	2.33
13.	Analyze nursing care requirements and report staffing needs.	3.5
16.	Assign patients to team members.	3.16
17.	Assign unit tasks to team members.	3.0
18.5	Supervise and evaluate performance of team members.	3.66
18.5	Assign patients and personnel to nursing teams.	3.0
20.	Supervise and evaluate performance of unit personnel.	3.33
21.	Assign unit tasks to teams.	2.83
23.	Inform personnel of new or changed policies and procedures.	3.33
24.	Orient new personnel to unit facilities, routines, and other personnel.	3.0
25.	Initiate service or referral for patient.	2.5
26.	Take inventory of unit's stationery supplies.	2.0
27.	Conduct nursing care conferences.	3.0
28.	Schedule activities, e.g., physical therapy.	2.33
30.	Supervise patient participation, e.g., in activities, dances, games.	2.5
31.	Write and/or assist in writing evaluations of performance of unit personnel.	2.83

FUNCTIONAL AREA VI: Administration, Coordination, Housekeeping
B. Housekeeping Functions (13 tasks)

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SUMMARY TABLE, NUMBERS OF
TASKS PER NURSING CATEGORY

	ALL	RN/LVN	RN	TOTAL
FUNCTIONAL AREA I				
Diversional, Therapeutic Assistance Activities	8	0	1	9
FUNCTIONAL AREA II				
Safety and Comfort:				
A. Patient Protection	12	7	0	19
B. Personal Hygiene	22	1	0	23
C. Religious and Spiritual Care	5	0	1	6
D. Patient Need for Movement	15	3	3	21
FUNCTIONAL AREA III				
Nutrition and Elimination				
A. Patient Need for Food and Fluids	12	4	2	18
B. Patient Need for Elimination	5	1	0	6
C. Patient Need for Oxygen Transport and Exchange	3	12	3	18
FUNCTIONAL AREA IV				
Treatments, Procedures, Medications, Diagnostic Activities				
A. Treatments and Procedures	10	20	1	31
B. Application of Heat, Cold Medicated Therapeutic Agents	11	9	0	20
C. Medications	0	5	1	6
D. Diagnostic Activities	14	4	3	21
FUNCTIONAL AREA V				
Observation and Communication				
A. Observation, Analysis, Interpretation	11	3	0	14
B. Oral and Written Communication	36	14	0	50
FUNCTIONAL AREA VI				
Administration, Coordination, Housekeeping				
A. Administration and Coordination	7	3	21	31
B. Housekeeping Functions (All thought to be non-nursing.)	13	0	0	13
TOTALS	184	86	36	306

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